TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description

Position Title:  Teacher Paraprofessional – Nursing
Department:  Special Education
Reports To:  Principal, Highland Pines School
Prepared By:  John Vacanti  Date:  9/8/97
Revised By:  HR  Date:  1/2018
Position Description Revised:  Date(s):  4/23/01, 12/04, 11/14, 1/18

SUMMARY:
Assists Registered Nurse in special education building.

This is a TIPPA position with hourly rate and benefits as per the contract between TIPPA and the TISD Board of Education. This person works up to 7 hours a day; up to 184 days a year. Classification: Teacher Paraprofessional.

ESSENTIAL DUTIES AND RESPONSIBILITIES:  Other duties may be assigned.
- Administers medications.
- Performs treatments such as, but not limited to, tube feedings, catheterization.
- Administers first aid.
- Monitors health status of individual students.
- Assists in the classrooms.
- Attends IEPs in the absence of RN.
- Completes Medicaid billings.
- Coordinates Highland Pines School AED program.
- Assists RN with required paperwork, including reports, ordering supplies, filing, etc.

SUPERVISORY RESPONSIBILITIES:
None.

QUALIFICATION REQUIREMENTS:  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school diploma. Educational experience and training completed in an L.P.N. program.

CERTIFICATES, LICENSES, REGISTRATIONS:
- Valid Licensed Practical Nurse certification.
- Possess and maintain all other certifications, licensures, and approvals as required.

LANGUAGE SKILLS:
Ability to read, write, and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, and/or administration.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interests, and percentages.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detail with written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
OTHER SKILLS and ABILITIES:
Ability to work with emotionally, physically and/or mentally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Upon initial placement in this position, the employee must demonstrate competency in written English, reading, and basic math by passing the District's approved ETS Assessment test by achieving a score of 460 or higher.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to sit, to use hands and fingers, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to bend at the trunk more than the average person. The employee must occasionally lift items up to 75 pounds such as assisting with the lifting/carrying of students. The employee must occasionally push/pull items over 90 lbs. such as students in wheelchairs and adaptive equipment. Specific vision abilities required by this job include close vision and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is frequently exposed to infection at a greater risk than the average person. The employee is continuously concerned for the safety and well-being of students and staff.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.